

**City of Kingston Arts Commission  
Meeting - Thursday, November 12, 2015 – 5:00 p.m.  
City Hall**

**MINUTES**

**Attendance**

In attendance were Anne Bailey, Ruth Ann Devitt-Frank, Richard Frumess, Lara Giordano, Susie Linn and Ward Mintz.

Micah Blumenthal, Linda Marston-Reid, and Pablo Shine were unable to attend.

**Election of Officers**

The discussion opened with the election of the Commission's first officers and definition of their titles/responsibilities. All agreed that the Commission must have a Chairman and Vice Chairman, who will each serve a one-year term with the option to renew at the close of the first term\*. The group concluded that these specific titles will be clear to others serving in city government.

\*Note that the details on officer term-length are not defined in the formal Arts Commission resolution.

The Chairman's responsibilities are to:

- serve as the primary spokesperson in communication with the Mayor and Common Council;
- set the monthly meeting agendas with input from all members;
- run the monthly meetings.

The Vice Chairman will step into the Chairman's role when circumstances preclude his or her ability to fulfill the duties described above.

All agreed that it is not necessary to formally appoint a secretary. Ruth Ann offered to take the meeting minutes; distribute a draft for input from attendees; and send the final to the City clerk for recording, and also to the City IT manager to post on the Web site.

Ward nominated Richard as the Commission's first Chairman, citing his demonstrated role as an advocate to whom community members turn for leadership on arts-related issues. He has also initiated, and persevered in managing, the efforts to:

- establish a formal Arts Commission;
- establish a Midtown Arts District;
- raise awareness in City government and the community as a whole about Kingston's existing arts assets and their contributions to the economy and quality of life.

Lara seconded the nomination and all agreed.

Ward then nominated Lara to serve as Vice Chair, citing her highly regarded record teaching visual art in the Kingston City School District and her long history and ties with the community. He also emphasized the importance of having a woman serve in this leadership role. Ruth Ann seconded and all agreed.

### **Meeting Protocols**

Richard reported that as per Andy Zweben, all resolutions brought forth must have at least a quorum and majority vote of the Arts Commission in order to pass. A quorum and majority are defined as five members.

A discussion about the definition of “meeting” ensued; the group concluded that informal conversations about issues related to the Commission are permitted outside of formal meetings, but that decisions must be made in the monthly meetings. Members who cannot physically attend, but can call in, are included in the total attendance and are permitted to vote via phone.

Richard also stated that the Arts Commission must announce meetings and their agendas to the public in advance through the City Clerk’s office. As Chairman, he will fulfill this obligation.

Susie emphasized that we must always follow proper meeting etiquette, which also includes filing minutes with the City Clerk as previously described.

### **Arts Commission Versus Arts Advisory Group**

Attendees confirmed that the distinction between the two entities is that the Arts Commission members are formally appointed by the Mayor, confirmed by the Common Council, and have voting rights, while the Arts Advisory Group is open to any community member who would like to participate. Arts Advisory Group members are non-voting, but their attendance at monthly meetings, and ideas and input regarding issues or business at hand, are welcome and encouraged.

### **Web Site**

Richard confirmed with the City’s IT staff person that he will post meeting announcements on the City’s Web site. Richard suggested, and all agreed, that we create a dedicated Web site page for the Arts Commission that also includes agendas, minutes, the mission and vision statements, and any other information deemed pertinent.

Ruth Ann offered to draft the mission and vision statements that will be based on Section 3 of the approved Arts Commission resolution.

### **Arts District Tour**

Anne reported that the political candidates and Common Council members who attended the presentation and tour on October 26 responded enthusiastically about the initiative. Steve Noble came to the presentation at UPAC and continued on the walking tour until 3:00, expressing his very strong support for Kingston’s arts community.

Anne also mentioned that organizers plan to offer a second presentation and tour (dates TBD) to those who were unable to attend the first. They will also attend the next Common Council meeting in December to distribute Arts District packets that include the mission and vision statements, proposed map, and hard copy of the Powerpoint presentation. Richard will contact Jim Noble to confirm that the required protocol is followed.

### **Committees of the Arts Commission**

All agreed that the Arts District Committee, which includes about 50 community members who have already attended several meetings, should be designated as the Commission's first official committee.

### **Next Meetings**

Due to a conflict with the *Made in Kingston* event at the Lace Mill on December 10, the next Arts Commission meeting will take place on Thursday, December 17 at 5:00 p.m.

The Commission will also plan meetings with Mayor-Elect Steve Noble and Ulster County Executive Mike Hein to update both on the Commission's goals. They will prepare talking points that both can use when the need arises such as in speeches, interviews, business proposals and grant applications. The points will focus on the existing impact of the Arts on Kingston's economy and quality of life as well as the potential they hold for the future of our City. Commission members will also make it clear that they:

- are available as a resource for ideas and suggestions as the Mayor and UC Executive formulate plans to attract new arts businesses to Kingston and the County;
- are pleased to serve as ambassadors for new arts-related initiatives the City and County implement;
- are open to new ideas and ready to serve as facilitators.

### **Assignments**

Richard will send a Doodle Poll for the next meeting, request a meeting with Steve noble, contact Jim Noble about the December Common Council meeting, and send the Arts Commission members a copy of the Arts Commission resolution. (All completed by completion of final minutes.)

Ruth Ann will draft brief mission and vision statements and distribute for comments.

Ward asked that all members jot down ideas related to interpretation of Section 3 of the resolution. This information will be the basis for a brainstorming session(s) as the Commission moves forward to fulfill its mission. Any and all ideas are fair game.

The meeting adjourned at 6:25.